

Volunteer Service Guidelines
Charlottesville Area Association of REALTORS®

CAAR Mission Statement: Enhance the membership's ability to conduct business professionally, ethically and profitably.

CAAR Vision Statement: REALTORS® are an indispensable part of real estate transactions.

CAAR's Primary Customer: CAAR's primary customers are the professional agents and the companies they represent.

As an appointed volunteer of the (name of committee, task force, etc.), I agree to make my best efforts to adhere to the following minimum participation guidelines:

1. I will attend 80% of the regularly scheduled meetings of the group. I understand that the group will typically meet on _____ at _____. In addition, I will attend the majority of special meetings and participate in at least 50% of the special activities of the group.
2. I will show up on-time for all meetings and activities or if I am unable to attend, or will be arriving late, let the chair or staff know.
3. I will actively participate in meetings and discussion and contribute my knowledge and opinions in a fashion similar to the following:
 - a. When I am stating my opinion, I will use a phrase such as “in my opinion...”
 - b. When stating a “fact”, I will reference the source of that fact. (E.g., “according to MLS statistics...”
 - c. I will be accepting of other’s opinions and understand that my views are not the only valid opinion.
4. I will always act on behalf of CAAR when making a decision and not allow my personal benefit to supercede the best interests of the Association. If I can not set aside my personal interest in a matter, I will let other members of the group know and recuse myself from voting on the issue.
5. I will read all related material prior to the meeting prior to the meeting and come prepared to discuss.
6. I understand that CAAR committees communicate almost exclusively through e-mail and I agree to use e-mail as the preferred means of communications for my committee work.